

# GRIEVANCE FORM

NAME \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_

POSITION TITLE \_\_\_\_\_

**INSTRUCTIONS:** The Grievance procedure has three steps. The first is informal resolution, the second is a formal written grievance to the Executive Director and the third is a formal written grievance to the Chairman of the Board. This form may be used by a volunteer to initiate a formal grievance at Step 2.

If you are considering initiating a grievance, you should review the complete Grievance policy, available online at [www.2vol.com](http://www.2vol.com) or the Cultural Festivals Office, 7818 Forsyth Blvd, ste. 210, Clayton, MO 63105.

## STEP 1 INFORMAL RESOLUTION

Step 1 of the grievance process is the informal resolution. You and any involved party are encouraged to resolve the issue at this step.

## STEP 2 FORMAL GRIEVANCE

From the date of the grievable event, you have 15 working days to file a formal, written grievance. The written grievance is considered filed when it is submitted to the Executive Director, as outlined in policy.

You must provide the following information:

1. The date of the grievable event. \_\_\_\_\_
2. A specific statement of the law, rule, policy and/or acceptable practice violated. What action or conduct constituted the violation and what happened?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total number of pages attached \_\_\_\_\_

3. The resolution or remedy you want. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total number of pages attached \_\_\_\_\_

4. Grievant signature and date filed with administration.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date received from grievant

## STEP 3 FORMAL GRIEVANCE

If you do not resolve your grievance at Step 2, you may advance the grievance to Step 3 by notifying the Executive Director to forward grievance to the Chairman of the Board, as outlined in policy. The notification must be in writing and must be received within 10 working days of receipt of administration's response at Step 2.